

## Administrative Order



**Administrative Order No.:** 3-34

**Title:** Formation and Performance of Selection Committees

**Ordered:** 6/6/06

**Effective:** 6/16/06

### **AUTHORITY:**

Sections 4.02 and 4.03(d) of the Miami-Dade County Home Rule Amendment and Charter; and Section 2-10.4 of the Code of Miami-Dade County.

### **SUPERSEDES:**

This Administrative Order (A.O.) supersedes and replaces previous A.O. 3-34 ordered February 3, 2004 and effective February 13, 2004, and A.O. 3-31: Taping Procedures for all Proceedings of Selection and Negotiation Committees, ordered January 25, 2001 and effective February 4, 2001.

### **SCOPE:**

Notwithstanding any contrary provision of any other Administrative Order, this Administrative Order establishes procedures for the formation and performance of selection committees in the competitive procurement processes of Miami-Dade County, including competitive selection committees utilized in the acquisition of architectural and engineering (A&E) professional services under Section 287.055 of the Florida Statutes.

### **POLICY:**

Miami-Dade County shall endeavor to utilize selection committees that are fair, impartial, objective and qualified in the subject matter area in competitive procurement processes for the evaluation of offers, proposals or quotes submitted by individuals and firms seeking contract award. The provisions of this Administrative Order address the County's internal administrative processes and are not intended to serve as a basis to challenge the ultimate selection or contract award recommendation in any particular procurement action. This Administrative Order covers all County procurement processes involving such committees.

All proceedings of a selection committee shall be audiotaped. The Department of Procurement Management (DPM) shall be responsible for audiotaping selection committee meetings when DPM is the issuing department for the solicitation. When DPM is not the issuing department, the department/agency issuing the solicitation shall be responsible for audiotaping the meetings of selection committees.

## **FORMATION OF SELECTION COMMITTEES:**

### *Selection Committee Pool*

The pool of potential County selection committee members shall be established by the Department of Business Development (DBD). The pool shall consist of the County's executives, departmental subject matter experts, and representatives of the Department of Business Development.

Participants in the selection committee pool may be required to attend a workshop facilitated by DPM, which describes the role and responsibilities of a selection committee member, and reviews pertinent legislation affecting the selection process.

### *Selection Committee Establishment and Composition:*

DBD shall forward the names of the recommended selection committee members to the County Manager for approval and appointment of the committee. The composition of selection committees shall be as follows:

- A. The County Manager or his/her designee may determine the composition and number of members for selection committees based on the appropriate expertise required for each acquisition. In establishing a selection committee, the County Manager will give consideration to appointing County professional and technical staff and qualified non-County voting members. One voting member shall be from the Department of Business Development.

When possible, at least one and preferably two voting members will be subject matter experts from the private or non-profit sectors, another government organization or from the ranks of retired executives.

- B. The chairperson of the selection committee shall be a non-voting member from the professional procurement staff of the Department of Procurement Management (DPM), and if DPM is not the issuing department, then the chairperson shall be a non-voting member from the professional procurement staff of the issuing department/agency. For A&E selections, the non-voting chairperson shall be from the office responsible for the administration of the architectural and engineering selection process.
- C. The selection committee should have the technical background necessary for understanding the scope and requirements of the particular procurement. The Director of the user/managing department/agency, and/or the Directors of the Departments of Business Development and Procurement Management, may request the addition of non-voting technical advisors to supplement the technical expertise of selection committees.
- D. An alternate voting member shall be included at the time the selection committee is appointed, and will become a voting member in the event that substitution of a

voting member is required. For Architectural and Engineering selection committees, at least two alternative voting members shall be included at the time the selection committee is appointed.

In all cases of selection committee formation, the County Manager shall appoint committees that are balanced in their representation of the Miami-Dade County community with regard to ethnicity and gender.

**PERFORMANCE OF SELECTION COMMITTEES:**

Each individual appointed to a selection committee shall sign an affidavit attesting to his/her neutrality and assuring that his/her service on such committee shall be in compliance with the Conflict of Interest and Code of Ethics Ordinance (Sec. 211.1). Any request by County staff, including Department/Agency Directors, to be excused from selection committee service must be in writing, delineating serious and legitimate reasons, and must be signed by the Department/Agency Director and sent to the County Manager through the Director of the Department of Business Development.

The performance of selection committees is subject to the requirements and prohibitions of the County's Code of Silence Ordinance and the State of Florida's Government in the Sunshine Law. Those provisions must be strictly adhered to by committee members.

Periodically, the County Manager will report to the Board of County Commissioners on the performance of the Selection Committee process. In preparing such reports, the County Manager shall solicit the input of private and nonprofit sector representatives, representatives of other governmental organizations, and/or retired executives.

**EFFECTIVE DATE:**

This Administrative Order shall become effective after approval by the Board of County Commissioners, and shall apply prospectively to selection committees appointed after the effective date.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

County Manager